

**JEFFERSON COUNTY HUMAN SERVICES**  
**Board Minutes**  
**August 14, 2012**

**Board Members Present:** Jim Mode, Pam Rogers, Richard Jones, Augie Tietz, Julie Merritt, John McKenzie and Jim Schultz

**Others Present:** Human Services Director Kathi Cauley; Aging & Disability Resource Center Manager Sue Torum; Administrative Services Manager Joan Daniel; Economic Support Manager Jill Johnson; Office Manager Donna Hollinger; and County Board Chairman John Molinaro

**1. CALL TO ORDER**

Mr. Mode called the meeting to order at 8:30 a.m.

**2. ROLL CALL/ESTABLISHMENT OF QUORUM**

All present/Quorum established

**3. CERTIFICATION OF COMPLIANCE WITH THE OPEN MEETINGS LAW**

Compliance attained

**4. REVIEW OF THE AUGUST 14, 2012 AGENDA**

No changes

**5. CITIZEN COMMENT**

No comments

**6. APPROVAL OF THE JULY 10, 2012 BOARD MINUTES**

Ms. Rogers made a motion to approve the July 10, 2012 board minutes.

Mr. Jones seconded.

*Motion passed unanimously.*

**7. COMMUNICATIONS – Resolutions regarding IM Consortia Funding Allocations**

Ms. Cauley reported that the Northern and Western Income Maintenance Consortia are struggling financially. The DHS approached the Wisconsin County Human Services Association to discuss options. All WCHSA counties voted unanimously to approve additional funding to these two consortia and three counties have already passed the resolution to support this funding allocation. (attached) This is a 9.9% reduction to Jefferson County. The Consortia will use the funding to hire more staff.

**8. REVIEW OF JUNE, 2012 FINANCIAL STATEMENT**

Ms. Daniel reviewed the June 30, 2012 financial statement (attached) and reported that we are projecting a positive fund balance of \$51,361. This includes the carryover that we requested from 2011. Ms. Daniel also presented the financial statement and summary sheet that details projections for revenue, expenses, tax levy and variance by program within each

Division and discussed the areas that are having the most impact on the budget. Ms. Daniel also presented a report showing Alternate Care and Commitments costs.

**9. REVIEW AND APPROVE JULY, 2012 FINANCIAL VOUCHERS**

Ms. Daniel reviewed the summary sheet of vouchers totaling \$623,805.31 (attached). There was a request for more detailed information on the payment registers.

Ms. Rogers made a motion to approve the July vouchers totaling \$623,805.31 as presented.

Mr. Tietz seconded.

*Motion passed unanimously.*

**10. DIVISION UPDATES: CHILD & FAMILY RESOURCES, BEHAVIORAL HEALTH, ADMINISTRATION, ECONOMIC SUPPORT, AND AGING & DISABILITY RESOURCE CENTER**

**Child & Family Resources:**

Ms. Cauley reported for Mr. Ruehlow on the following items:

- Last month 10 child welfare cases were closed and four children returned home, however we got six new cases involving nine children who went into out-of-home placement.
- Delinquency referrals were down during the summer
- We have two vacancies in the Birth to Three unit.
- We hired a new employee in the Child Welfare unit.
- We continue to work with Henry Plum for the termination of parental rights. He expects to file three more TPRs before the end of the year and is working on a family of 6 children that may be completed early next year.

**Behavioral Health:**

Ms. Cauley reported on the following items:

- Emergency detentions are down.
- Crisis calls have increased and are projected to be 5705 for the year as compared to 5636 from 2011.
- Suicide calls have decreased, however they are very serious attempts, including overdoses.
- We had a vacancy for an assessor in the Intoxicated Driver Program (IDP) but we felt that it would be more advantageous to unfund and eliminate the position and create and fund an IDP Assessor/AODA therapist position (HSP I position). Due to the timing of the HR committee and County Board meetings, this was already requested and approved. This position is fully funded and will be able to facilitate substance abuse groups for adults and adolescents.
- Beginning September 24, we will have a new contract from the Department of Corrections for individuals who are on probation and parole. They will pay and provide AODA services for 10 individuals.

**Administration:**

Ms. Daniel reported on the following items:

- We have been working on the 2013 budget
- We are still answering questions for the state auditors

- We are still waiting for the CCS rates from the state and we can't bill until we get approval from them.

**Economic Support:**

Ms. Johnson reported on the following items:

- The July caseload was 7034 households, which was a decrease of 51 households.
- We have a vacancy due to an individual who left to go to the State call center.
- Call Center calls have increased and we had close to 8,000 calls. The consortium is looking to see how to manage them and to keep coverage going. We are still second in the state with a 91% response time.
- We will have a new client scheduling system in two weeks.
- The State has developed a new match to the CARES system that will compare those customers receiving benefits to those who are incarcerated. If you are incarcerated you are ineligible for benefits so staff will be able to timely discontinue benefits for these customers who had not reported their incarceration.
- W2 cases are increasing but Forward Services will be taking over the contract effective January 1, 2013. We haven't met them yet so we don't know how we will coordinate services with them.
- DVR is in this building and they need closed offices now. We will move things around so they can have these rooms. This move will increase our rent income. We are also moving the staff in the Call Center so it will be more quiet.
- August 18 is the scheduled date for *Ready Kids for School* distribution where school supplies are distributed to low income children. It will be held at the Fairgrounds from 11 – 2.

**11. REVIEW AND APPROVE 2013 BUDGET**

Ms. Cauley reported that she reviewed the budget with Mr. Petre and he approved it with a tax levy goal of \$8,019,652. Ms. Cauley discussed the Summary of Significant Changes (attached) and answered questions.

Mr. McKenzie made a motion to pass the 2013 budget as presented.

Mr. Schultz seconded.

*Motion passed unanimously.*

Mr. Jones commended Ms. Cauley and the staff for the budget, especially when having to deal with a continual increase in workload. He was also appreciative that we were able to increase our donation to PADA.

**12. REVIEW AND APPROVE THE DRAFT VERSION OF THE 2013 – 2015 AGING UNIT PLAN**

Ms. Torum reviewed the 2013-2015 Aging Unit Plan. (attached) She spoke primarily about Section 2 – Plan Context. She said a number of the major planning priorities focus on Alzheimer's disease or other dementias. She pointed to information in the Plan from the census that shows that 3,313 people over the age of 65 live alone in Jefferson County. According to the Alzheimer's Association, the prevalence of dementia occurs on a 1 in 7 ration. That means that 15% of the over 65-age group who live alone potentially have dementia. This equals 453 people!

Ms. Torum also provided information from the Jefferson County Elder Economic Index, which measures how much income a retired person needs to meet his or her basic needs. The last annual American Community Survey revealed that 27.8% of the county's population age 65+ were living at or below 200% of the federal poverty level. According to the index, this means that they are struggling to make ends meet. The focus areas were also reviewed.

Mr. Jones made a motion to approve the draft version of the 2013 – 2015 Aging Unit Plan as presented.

Ms. Rogers seconded.

*Motion passed unanimously.*

**13. UPDATE ON MEDICAID AND MEDICARE COMPLIANCE**

Ms. Cauley reported that she will be presenting a compliance policy next month for the board to review.

**14. REVIEW AND APPROVE COMMITTEE APPOINTMENTS**

Ms. Torum asked the board to appoint Holly Ingersoll from Lake Mills to the Nutrition Project Council and Jim Mode to a second three-year term on the ADRC Advisory Committee.

Mr. Jones made a motion to make the appointments as presented and to forward them to the county board for confirmation.

Ms. Rogers seconded.

*Motion passed unanimously.*

**15. DISCUSS SENIOR DINING CATERING CONTRACT AND APPROVE INCREASE IN SUGGESTED DONATION**

Ms. Torum reported on the significant changes regarding the Senior Dining Program as listed below:

1. Hoffman House provided the county with 30-day notice to terminate its catering contract. Ms. Torum contacted the Greater Wisconsin Area on Aging Resources and was given permission to enter into a contract with Feil's Catering since the notice does not allow sufficient time for the county to go through the bidding process. The bidding process will begin in early September.
2. The "suggested donation" for meals has remained at \$3.25 for a number of years; the Nutrition Project Council & ADRC Advisory Committee recommends a .25 cent increase. Under federal regulations, people aged 60+ cannot be charged for meals. Ms. Rogers made a motion to increase the suggested donation from \$3.25 to \$3.50. Mr. Jones seconded. *Motion passed unanimously.*
3. The county has been given a two week notice to relocate the Palmyra dining site because the current building does not meet accessibility standards. The building receives federal funds because it is subsidized. The repairs would be substantial and the owner has not complied with previous requests so this move is not negotiable. The site will relocate to the American Legion Hall on 3<sup>rd</sup> street on 8/17. The community has showed great support and there have been many offers to provide transportation to apartment residents who are used to eating at the site because it was in their building.

4. There is a shortage of volunteers to deliver meals. Your Friends-in-Action has been contacted since they have a strong volunteer base to see if they are able to help recruit new drivers.

**16. UPDATE ON WISCONSIN COUNTY HUMAN SERVICES ASSOCIATION – STATUTORY CHANGES**

Ms. Cauley reported that at the WCHSA conference, the counties voted to explore statutory changes. WCHSA is now working on this and asked for a volunteer from each district. Ms. Cauley volunteered and emphasized that she is in favor of exploring the statute that dictates the role of counties and their interaction with the state. She is also concerned with the Family Care benefit and wants to ensure that the CMO's share in the cost of crisis services. Mr. Mode added that they have until January 2014 to make changes. The Shared Governance issue is on hold.

**17. SET NEXT MEETING DATE AND POTENTIAL AGENDA ITEMS**

The next meeting will be on Tuesday, September 11, 2012 at 8:30 a.m.

**18. ADJOURN**

Mr. Tietz made a motion to adjourn the meeting.

Ms. Rogers seconded.

*Motion passed unanimously.*

Meeting adjourned at 10:15 a.m.

Respectfully submitted by Donna Hollinger

**NEXT BOARD MEETING**

Tuesday, September 11, 2012 at 8:30 a.m.

Workforce Development Center

874 Collins Road, Room 103

Jefferson, WI 53549